

# Olympia Municipal Code

PROPOSED 2019 Code Amendments

## Proposal 1

### 18.04.040 TABLES: Permitted and Conditional Uses

**TABLE 4.01  
PERMITTED AND CONDITIONAL USES**

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
District-Wide Regulations						18.04.060 (FF)	18.04.060 (N,Q)	18.04.060 (N,Q)	18.04.060 (N)	18.04.060 (N)	18.04.060 (N)	18.04.060 (N,BB)		18.04.060 (N)	
<b>1. SINGLE-FAMILY HOUSING</b>															
Accessory Dwelling Units	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(A)
Co-Housing	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(F) 18.04.060(FF)
Cottage Housing				P	P	P	P	P	P	P	P	P	P	P	18.04.060(H) 18.04.060(FF)
Manufactured/Mobile Home Parks (Rental Spaces)								C	C	C			C		18.04.060(P)
Manufactured Homes	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(O) 18.04.060(FF)
Single-family Residences	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(FF)
Townhouses	P	P		P	P	P	P	P	P	P	P	P	P	P	18.04.060(FF) 18.64

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<b>2. MULTIFAMILY HOUSING</b>															
Apartments				P			P	P	P	P	P	P		P	18.04.060(N) 18.04.060(FF)
Boarding Homes				P				P	P	P					
Dormitories	P			P				P	P	P	P	P		P	
Duplexes - Existing	P	P		P	P	P	P	P	P	P	P	P	P	P	18.04.060(J)
Duplexes	P		P	P		P	P	P	P	P	P	P	P	P	18.04.060(FF)
Triplexes & Fourplexes			P			18.04.060 (FF)			P						
Fraternities, Sororities	P			P				P	P	P					
Group Homes with 6 or Fewer Clients and Confidential Shelters	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(K)
Group Homes with 7 or More Clients	C			C	C	C	C	C	C	C	C	C	C	C	18.04.060(K)
Lodging Houses									P	P	P	P		P	
Nursing/Convalescent Homes	C			C	C	C	C	C	C	C	C	C	C	C	18.04.060(S)
Retirement Homes				P			P	P	P	P	P	C		P	
<b>3. COMMERCIAL</b>															
Child Day Care Centers		C	C	C	C	C	C	P	P	P	P	P	C	P	18.04.060(D) 18.04.060(AA)
Commercial Printing												P			

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PERMITTED AND CONDITIONAL USES**

<b>DISTRICT</b>	<b>R1/5</b>	<b>R-4</b>	<b>R-4CB</b>	<b>RLI</b>	<b>R 4-8</b>	<b>R 6-12</b>	<b>MR 7-13</b>	<b>MR 10-18</b>	<b>RM 18</b>	<b>RM 24</b>	<b>RMH</b>	<b>RMU</b>	<b>MHP</b>	<b>UR</b>	<b>APPLICABLE REGULATIONS</b>
Drive-In and Drive-Through Businesses -- Existing												P			18.04.060(J)
Food Stores											P	P		P	18.04.060(AA)
Hardware Stores												P			
Home Occupations (including Adult Day Care, Elder Care Homes, Family Child Care Homes, and Bed & Breakfast Houses)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(L)
Hospice Care	C			C			C	C	C	C	C	C		C	18.04.060(M)
Laundries											P	P		P	18.04.060(AA)
Nursery (Retail and/or Wholesale Sales)	C	C	C	C	C	C	C	C	C	C			C		18.04.060(G)
Offices												P		P	18.04.060(AA)(2)
Personal Services												P			
Pharmacies												P			
Restaurants, without Drive-In and Drive-Through												P			
Servicing of Personal Apparel and Equipment												P			
Specialty Stores												P			
Veterinary Clinics - Existing	P	P		P	P	P							P		18.04.060(J)
Veterinary Clinics	P														

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<b>4. ACCESSORY USES</b>															
Accessory Structures	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(B)
Electric Vehicle Infrastructure	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(GG)
Garage/Yard/Rummage or Other Outdoor Sales	P	P		P	P	P	P	P	P	P	P	P	P	P	5.24
Large Garages			C		C	C	C	C	C	C	C	C	C	C	18.04.060(B)
Residence Rented for Social Event, 7 times or more in 1 year	C	C		C	C	C	C	C	C	C	C		C	C	
Satellite Earth Stations	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.44.100
<b>5. RECREATIONAL USES</b>															
Community Parks & Playgrounds	C	C	C	C	C	C	C	C	C	C	P	P	C	P	18.04.060(T)
Country Clubs	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
Golf Courses		C	C		C	C	C	C	C	C			C		
Neighborhood Parks	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(T)
Open Space - Public	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(T)
Racing & Performing Pigeons		C	C	C	C	C				C	C		C	C	18.04.060(Y)
Stables, Commercial and Private Existing		C		C	C										18.04.060(J)
Trails - Public	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(T)
<b>6. AGRICULTURAL USES</b>															

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DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Agricultural Uses	P	P	P	P	P	P	P	P	P				P		
Greenhouses, Bulb Farms	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(G)
<b>7. TEMPORARY USES</b>															
Emergency Housing	P	P	P	P	P	P	P	P	P	P			P		18.04.060(E)
Model Homes	P	P	P	P	P	P	P	P	P	P	P		P	P	18.04.060(E)
Residence Rented for Social Event, 6 times or less in 1 year	P	P	P	P	P	P	P	P	P	P	P		P	P	18.04.060(E)
Wireless Communication Facility	P	P		P	P	P	P	P	P	P	P	P	P	P	18.44.060
<b>8. OTHER</b>															
Animals	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.04.060(C)
Cemeteries		C	C		C	C	C	C	C	C			C		18.04.060(E)
Community Clubhouses	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Crisis Intervention	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(I)
Fraternal Organizations											P	P		C	
Historic House Museum		C	C	C	C	C	C	C	C	C	C	C	C	C	
Parking Lots and Structures				C							P	P			18.38.220 and .240
Places of Worship	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(U)
Public Facilities	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(V)
Public Facilities - Essential	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.04.060(W)

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PERMITTED AND CONDITIONAL USES**

DISTRICT	R1/5	R-4	R-4CB	RLI	R 4-8	R 6-12	MR 7-13	MR 10-18	RM 18	RM 24	RMH	RMU	MHP	UR	APPLICABLE REGULATIONS
Radio, Television and Other Communication Towers	C	C	C	C	C	C	C	C	C	C	C	C	C	C	18.44.100
Schools	C			C	C	C	C	C	C	C	C		C	C	18.04.060( <del>CCDB</del> )
Mineral Extraction - Existing					C		C								18.04.060(J)
Utility Facility	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.04.060(X)
Wireless Communication Facilities	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	P/C	18.44
Workshops for Disabled People	C			C	C	C	C	C	C	C	C	C	C	C	18.04.060(R)

**LEGEND**

P = Permitted Use

C = Conditional Use

R-4 = Residential - 4

R 4-8 = Residential 4-8

R 6-12 = Residential 6-12

RLI = Residential Low Impact

MR 10-18 = Mixed Residential 10-18

RM 18 = Residential Multifamily - 18

MR 7-13 = Mixed Residential 7-13

RMH = Residential Multifamily High Rise

RMU = Residential Mixed Use

RM 24 = Residential Multifamily - 24

UR = Urban Residential

## Proposal 2

### 18.04.060 EE

#### EE. GARAGE PLACEMENT AND WIDTH.

(Also see Chapters [18.100](#), Design Review and 18.175, Infill and Other Residential.)

1. Applicability. The standards listed in **Subsection e.3** below apply only to:
  - a. Single-family dwellings on lots of less than five thousand (5,000) square feet ~~or less~~ in size located in subdivisions for which a complete preliminary plat application is submitted after April 22, 1996;
  - b. ~~Single-family dwellings on lots within the areas depicted by Figure 4-2a, where at least fifty (50) percent of the lots within three hundred (300) feet on the same block face and the block face directly across the street are vacant or occupied by dwellings with flush or recessed garages;~~
  - ~~c.~~ Duplexes;
  - ~~dc.~~ Triplexes; and
  - ~~ed.~~ Fourplexes.
2. Exceptions. The dwellings listed in 1.a. above are exempt when located on one of the following types of lots:
  - a. Lots fronting on private access lanes (see the Olympia Development Guidelines and Public Work Standards) where the garage would not face a public street;
  - b. Flag lots (see Section [18.02.180](#), Definitions, Lots);
  - c. Wedge-shaped lots (see Section [18.02.180](#), Definitions, Lots); and
  - d. Lots with trees or topography which preclude compliance with the provisions of this Section, as determined by the approval authority.
3. Garage Standards.
  - a. Garages shall not protrude ahead of the dwelling's ground floor front facade more than:
    - i. Eight (8) feet on two (2) story dwellings (i.e., dwellings with habitable space above the ground floor); or

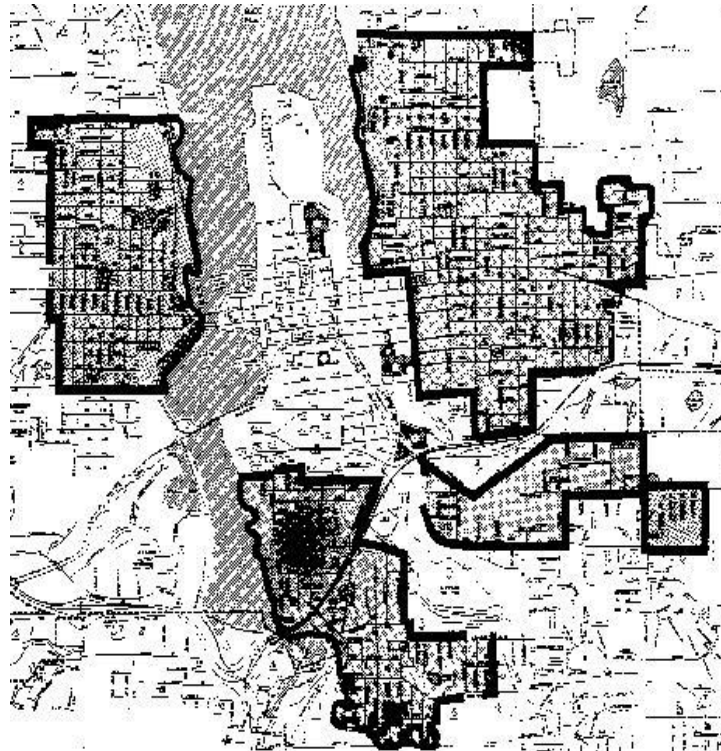
- ii. Four (4) feet on single-story dwellings.

These requirements above (i. and ii.) do not apply to garages with doors which do not face the street (see Section 18.04A.210, Residential Design Guidelines - Garage Design), or garages flush with the supporting posts of covered porches which span the remainder of the dwelling's front facade.

- b. Garage width shall not exceed the following percentage of the dwelling's front facade.

- i. Two-story dwellings (containing habitable space above the ground floor): sixty (60) percent.
- ii. Single-story dwellings: fifty (50) percent.

For purposes of the above measurements, garage width shall include the garage doors facing the street plus any required supporting panel. The dwelling's facade shall be measured in a straight line, parallel to the building face, between the outermost ends of the facade facing the street. See Figure 4-2b.

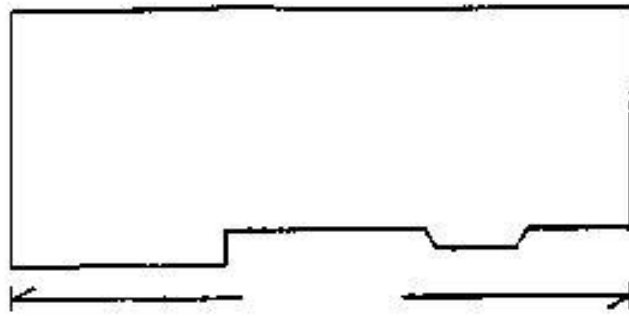


#### **Areas Subject to Infill Regulations**

**Where the boundary coincides with a street, lots on both sides of the street are subject to the applicable regulations and design guidelines.**

**FIGURE 4-2a**





Measurement of Front Facade  
FIGURE 4-2b

## Proposal 3

### 18.04.080 G

#### G. Lot Width.

1. Measurement. The minimum lot width required by Table 4.04 shall be measured between the side lot lines at the point of intersection with the minimum front setback line.

~~2. Varied Lot Widths. The width of lots in new subdivisions and planned residential developments, except for the R-4GB district, with more than ten (10) lots shall be varied to avoid monotonous development patterns.~~

~~a. No more than three (3) consecutive lots, uninterrupted by a street, shall be of the same width. This requirement does not apply to townhouses.~~

~~b. Lot widths shall be varied by a minimum of six (6) foot increments.~~

~~c. The minimum lot widths specified in Table 4.04 may be reduced by up to six (6) feet for individual lots, provided that the average lot width for the project is no less than the minimum lot width required by Table 4.04 and Section 18.04.080(G)(3) below.~~

## Proposal 4

### 18.04.080 H

#### H. Setbacks

1. Measurement. The required setback area shall be measured from the outermost edge of the building foundation to the closest point on the applicable lot line.

2. Reduced Front Yard Setbacks. Front yard setbacks in the R-4, R 4-8, R 6-12, MR 7-13 and MR 10-18 districts may be reduced to a minimum of ten (10) feet under the following conditions:

- a. When garage or parking lot access is from the rear of the lot;
- b. When the garage is located at least ten (10) feet behind the front facade of the primary structure on the lot; or
- c. When the driveway will be aligned to provide at least a twenty (20) foot long parking space between the sidewalk edge (closest to lot) and the garage. (See Chapter [18.100](#) Design Review and Chapter [18.175](#) Infill and Other Residential.)

~~d. Such setback reductions shall not be allowed where they would result in a setback of fifty (50) percent or less than the setback of an existing dwelling on an abutting lot fronting on the same street.~~



**FIGURE 4-3**

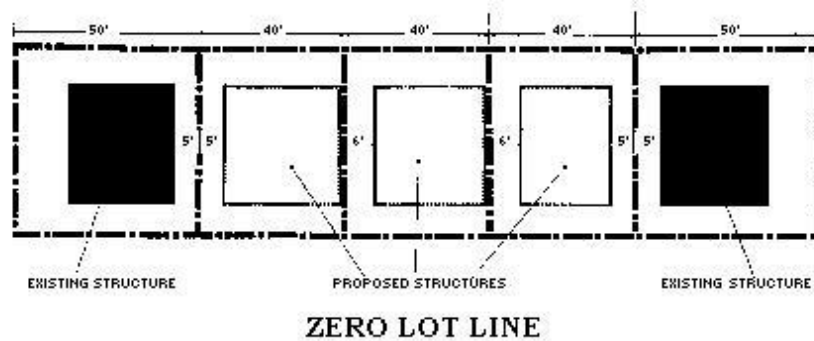
3. Rear Yard Setbacks. See Section [18.04.080](#)(H)(5), Encroachments into Setbacks, Section [18.04.080](#)(D)(2), Transitional Lots, and Table 4.04.

4. Side Yard Setbacks.

- a. Reduced side yard setbacks. Except for the R-4CB district, a side yard building setback shall not be required for a lot served by an alley (such alley must be open, improved and accessible, not solely a right-of-way) provided it meets the following conditions:

i. Provision for reduced or zero setbacks shall specifically appear upon the face of a final short or long plat. Such plat shall provide that the minimum distance between residences will be six (6) feet. If the distance between a proposed dwelling and a property line is less than three (3) feet, the applicant shall provide evidence of a maintenance easement, at least three (3) feet in width, which provides sufficient access for the owner of the dwelling to maintain the applicable exterior wall and roof of the dwelling. (Except as expressly provided, any reduced side yard provision appearing on a final plat shall withstand later amendments of this Title and shall be considered conforming.)

ii. Side yard setbacks shall not be less than five (5) feet along a property line adjoining a lot which is not developed or approved for reduced setbacks (e.g., a conventional lot with two (2) five (5) foot wide side yard setbacks). Side yard setbacks shall not be less than ten (10) feet along property lines which abut a public rights-of-way.



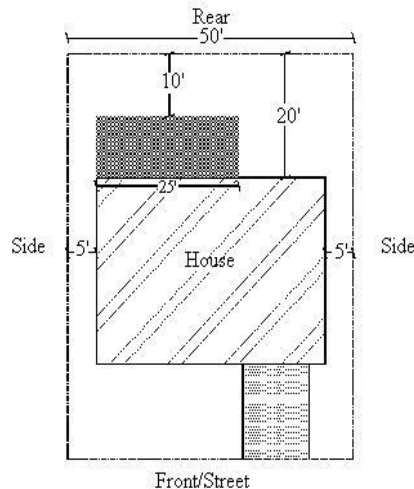
**FIGURE 4-4**

b. The minimum side yard setback from bikepaths and walkways shall comply with the side yard setback from the lot line as specified for the district in Table 4.04.

5. Encroachment Into Setbacks. The buildings and projections listed below shall be allowed outside of utility, access or other easements. See 18.04.080(H)(5) for additional exceptions.

a. Except for Accessory Dwelling Units, any accessory structures may be located in a required rear yard and/or in the rear twenty (20) feet of a required interior side yard; however, if a garage entrance faces a rear or side property line, it shall be setback at least ten (10) feet from that property line. Accessory dwelling units may not encroach into required side yard setbacks. Accessory dwelling units may encroach into rear yards however, if the rear yard does not abut an alley, the accessory unit must be set back ten (10) feet from the rear property line. Further, any garage attached to any accessory dwelling unit shall conform with this Section.

b. Up to fifty (50) percent of a rear yards width may be occupied by a dwelling (primary residence or ADU) provided that the structure (foundation) is located at least ten (10) feet from the rear property line. For purposes of this section the rear yards width shall be measured in a straight line between the side property lines at the point of intersection with the rear property line.



**Figure 4-4a**

c. Townhouse garages may share a common rear property line provided that access for interior lots is from a single common driveway to not more than one public street entrance.

6. Front yard setbacks for Through Lots. A through lots has two (2) front lot lines parallel or approximately parallel to each other. The front yard setback shall apply to each front lot line, except the Director may designate one (1) of the front lot lines as a rear lot line, provided the following criteria are met:

a. Orientation of the lot or structure shall be considered; and

a.b. At least sixty (60) percent of the lots or structures within the neighborhood block, or area being considered, are oriented in a similar direction away from the lot line being designated as a rear lot line.

## Proposal 5

### 18.06.060(G)

G. Public Facilities, Essential.

1. Regulations applicable to all commercial zoning districts. Essential public facilities are subject to the procedures and conditions listed in Section 18.04.060(W), as well as any other applicable provisions of this Title.

2. ~~Community Retail District (CMR) and~~ Professional Office/Residential Multifamily District (PO/RM) Regulations. "Other facilities as designated by the Washington State Office of Financial Management, except prisons and solid waste handling facilities" (see Table 6.01 above) shall be limited to office uses.

3. General Commercial District (GC), High Density Corridor-4 (HDC-4), Urban Waterfront (UW), and Downtown Business District (DB) Regulations. "Other facilities as designated by the Washington State Office of Financial Management, except prisons and solid waste handling facilities" (see Table 6.01 above) shall be limited to those office uses, industrial uses, recreation and culture uses otherwise allowed in these districts. In addition to the requirements for Essential Public Facilities, these uses shall meet all other applicable regulations of this Chapter and Title.

## Proposal 6

### 18.12.090 Heritage Register - Alteration and Construction

A. Applicability. (See Design Guidelines, Sections [18.105.020](#) and [18.105.030](#), Remodeled Historic Buildings.) No person shall construct any new building or structure, or reconstruct, alter, restore, remodel, repair or demolish any existing building or structure which is on the Heritage Register or within a Historic District without review by the Heritage Commission, the Heritage Review Committee, or Joint Design Review, as required by OMC [18.12.070](#) and [18.76.180](#). The review shall apply only to exterior or interior features designated as significant and relating to the designation of the property to the Heritage Register and interior features for historically significant interior spaces of public buildings, including privately owned buildings open to the public; provided, that this section shall have no application to ordinary repair and maintenance, including painting, or Emergency Repair measures as defined in Chapter [18.02](#), Definitions. Violation of this rule shall be grounds for the Heritage Commission to review the property for removal from the Heritage Register. The review shall be based upon OMC [18.105.020](#) and [18.105.030](#).

#### B. Review Process

1. Whenever applications are made for alterations, changes, construction on any properties within a Historic District or on the Heritage Register, the Building Official shall notify the Preservation Officer so that the proposed change may be reviewed under the provisions of Sections [18.105.020](#) and [18.105.030](#). The Building Official or Preservation Officer shall also notify the applicant of the special review that is required. The Building Official shall continue to process such application and shall work with the Historic Preservation Officer in considering Building and Fire Code requirements and consider the Historic Building Code 16.04.020 but shall not issue any such permit, except as provided by law, until review and recommendations have been completed by the Heritage Commission, its Committee, the Joint Design Review Committee or the Preservation Officer. Consistent with law, any recommendations by the Heritage Commission, the Preservation Officer, or the

Heritage Review Committee that are incorporated into the permit official's decision, shall become binding conditions of approval of any permits granted.

2. If no permit is required to pursue work on a designated property or within a designated Heritage Register District, whoever is responsible for the work is encouraged to consult with the Preservation Officer prior to commencement of the work for consistence with The Secretary of the Interior's Standards for the Treatment of Historic Properties (as amended).
3. Such applications shall be accompanied by such information as is required by the Heritage Commission and which is reasonably necessary for the proper review of the proposed project.
4. The Preservation Officer may review and approve minor work requiring a permit that does not involve substantial alterations, additions or removals that only alter the features identified when the property was listed on the Heritage Register, or District.
5. Unless legally required elsewhere, there shall be no notice, posting or publication requirements for action on the application, but all such actions shall be made at a regular meeting of the Heritage Commission or at a meeting of the Heritage Review Committee. The Heritage Commission's recommendations shall be in writing and shall state the findings of fact and reasons relied upon in reaching its decision. These findings of fact and reasons shall be based on the factors to consider in reviewing changes as cited in Section [18.12.120](#)(C), Additional Factors to Consider.
6. The Heritage Commission's recommendations shall be transmitted to the Building Official. The recommendations of the Heritage Commission shall be given substantial weight by the Building Official in establishing conditions for the permit.

C. Standards for Review.

1. For a property individually listed on a Heritage Register, the proposed work should not detrimentally alter, destroy or adversely affect any exterior feature or interior feature relating to the designation of the property to the Heritage Register. In the case of construction of a new improvement, building or structure on the site of a Heritage Register property, the exterior of such construction will not adversely affect and will be compatible with the external appearance of existing designated improvements, buildings and structures on the site. The Secretary of the Interior's Standards for the Treatment of Historic Properties (as amended) shall be the standards which guide the review of Heritage Register properties.
2. For any property located within a Historic District, the proposed construction, removal, rehabilitation, alteration, remodeling, excavation or exterior alteration shall conform to the standards in OMC ~~[18.110.210](#)~~, [18.105.020](#), and [18.105.030](#)

and preserve the historic context and merit of the district, consistent with The Secretary of the Interior's Standards for the Treatment of Historic Properties (as amended).

3. Proposed alterations or significant changes necessary or appropriate in order to meet the requirements of any other law, statute, ordinance, regulation, code or ordinance shall be coordinated with, and given consideration along with historic preservation concerns, in reviewing proposed changes to Heritage Register properties.

## Proposal 7

### **18.12.100 Demolition of a Historic Building or a Contributing Historic District Property**

Demolition of a Historic Building or a Contributing Historic District Property. Findings and a recommendation to the Building Official made by the Heritage Commission or Historic Preservation Officer is required before a permit may be issued to allow whole or partial demolition of a designated structure or facility of recognized historical significance, which for the purposes of WAC [197-11-800\(2\)\(gf\)](#) is one listed on the Olympia Heritage Register, Washington Heritage Register or National Register of Historic Places. The owner or his/her agent shall apply to the building official who will request a review of the proposed demolition by the Heritage Commission. The Heritage Commission shall recommend to the Building Official the approval or denial of the proposed demolition. Recommendations may also include steps to mitigate the loss of the property through, but not limited to, the procedures described in the SEPA Mitigation Policy for Olympia Historic Resources. The Building Official shall give substantial weight to these recommendations in establishing conditions of approval of the permits granted. If the structure is demolished, the Heritage Commission shall initiate the procedure for removal of the structure from the Heritage Register and may recommend designation as a historic site.

## Proposal 8

### **18.40.060.H.2.b.v**

H. Yards.

1. In addition to the following, yard regulations found in Section [18.04.060\(B\)](#) (Accessory Structures) apply to all building sites in all use districts of the city.
2. Yards/Setbacks.
  - a. The required setback area shall be parallel to the structure requiring a setback. Setback width shall be measured from the outermost edge of the building foundation to the closest point of the parallel (or nearly parallel) adjoining lot line. In the event of a planned unit development or binding site

plan, such development shall meet all Uniform Building Code separation requirements. (See Figure 40-4.)

b. A required yard area shall be kept free of any building or structure taller than thirty (30) inches, except that a building or projection shall be allowed as provided below:

i. Cornices, window sills, bay windows, flues and chimneys, planters, and eaves of roofs may project two (2) feet into the required yard area.

ii. Marquees and awnings of commercial buildings may project into required setback areas.

iii. Fences may project into the required yard area if they meet fence height requirements found in Section [18.40.060\(C\)](#).

iv. Uncovered steps, porches, or patios, which are no more than thirty (30) inches above the adjacent grade may be placed within the required setback area.

v. Uncovered swimming pools, hot tubs and satellite dish antennas may be placed in the rear or interior side yard setback area. ~~See 18.04.060(X)(2)(f).~~

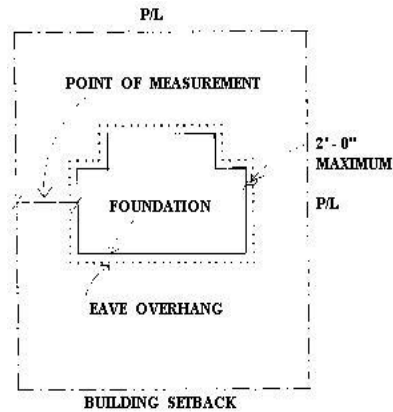
vi. Signs in compliance with Chapter [18.42](#)

vii. Refer to each land use district for other allowed projections in required yards.

c. No building construction nor projection is allowed within any utility, access or public/private easement.

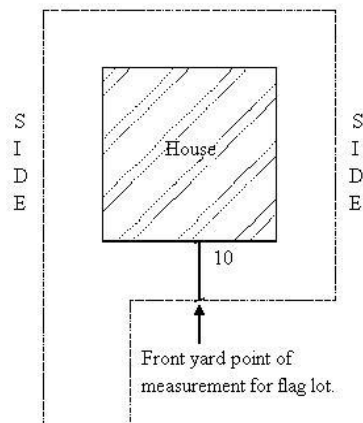
d. The front yard setback for a flag lot shall be a minimum of ten (10) feet measured from the nearest parallel or nearly parallel lot line adjacent to the front facade of the dwelling.





**FIGURE 40-4**

Rear

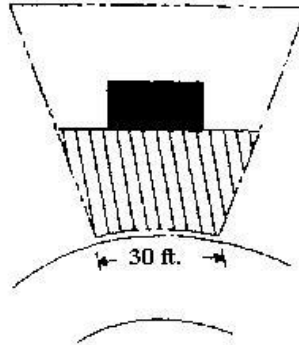


**FIGURE 40-5**

3. Use of Yard by Another Building. No yard or other open space required by this chapter for any building shall be considered as a yard or other open space for any other building; nor shall any yard or open space on one building site be considered as a yard or open space for a building on any other building site.

#### I. Minimum Street Frontage.

1. Each lot, other than in townhouse, cottage and co-housing projects, shall have a minimum of thirty (30) feet of frontage on a public or private street. With respect to binding site plans, this requirement shall apply to the entirety of the binding site plan and not to each individual site or lot. The Director may allow the street frontage to be reduced or eliminated to the minimum extent necessary to enable access to property where public street access is not feasible for such reasons, including but not limited to, physical site conditions or preexisting development or to protect environmentally Critical Areas.



**FIGURE 4-2**

2. Subdivisions, short subdivisions, binding site plans, and lot line adjustments creating flag lots (with street frontages of less than thirty (30) feet) are subject to the following conditions.

- a. The project shall be designed to minimize the creation of flag lots.
- b. Adjoining flag lots shall share a common driveway wherever possible.
- c. All driveways accessing flag lots shall be designed to allow fire truck access to within one hundred fifty (150) feet of all exterior points of the building(s) on the lot(s), unless alternate forms of fire protection approved by the Chief of the Fire Department are provided, including but not limited to, sprinkler systems.
- d. The area of a flag lot which is less than thirty (30) feet in width shall not be considered part of the minimum lot area required in Table 4.04.

## Proposal 9

### **18.59.020 Preliminary review and evaluation criteria**

A. Prior to City Council action, the Department shall conduct a preliminary review and evaluation of proposed amendments, including rezones, and assess the extent of review that would be required under the State Environmental Policy Act (SEPA). The preliminary review and evaluation shall also include any review by other departments deemed necessary by the Department, and except as provided in 18.58-080 shall be based on the following criteria:

1. Is the proposed amendment consistent with the county-wide planning policies, the Growth Management Act (GMA), other state or federal law, or the Washington Administrative Code?
2. Would the proposed amendment cause little or no adverse environmental impacts and, is the time required to analyze impacts available within the time frame of the standard annual review process?

3. Is sufficient analysis completed to determine any need for additional capital improvements and revenues to maintain level-of-service, and is the time required for this analysis available within the time frame for this annual review process?
4. Can the proposed amendment be considered now without conflicting with some other Comprehensive Plan established timeline?
5. Can the proposed amendment be acted on without significant other amendments or revisions not anticipated by the proponents and is the time required for processing those amendments or revisions available within the time frame of this annual review process?
6. If the proposed amendment was previously reviewed, ruled upon or rejected, has the applicant identified reasons to review the proposed amendment again?

B. If the Department determines that the answer to any of the above questions is no, it may recommend to the City Council that the proposed amendment or revision not be further processed in the current amendment review cycle. Upon direction from City Council, Department staff will inform those whose proposed amendments or revisions will not be considered because (a) impact analysis beyond the scope of the amendment process is needed; (b) the request does not meet preliminary criteria; or (c) likelihood of inclusion of the proposal in a department's work program. Proponents may resubmit proposals to the department at any time, subject to the timelines contained in this chapter.

## Proposal 10

### Chapter 18.72, Administration

#### 18.72.100 Review and appeal authority

The following table describes development permits and the final decision and appeal authorities. When separate applications are consolidated at the applicant's request, the final decision shall be rendered by the highest authority designated for any part of the consolidated application

#### KEY:

Director	=	Community Planning and Development Director or designee
SPRC	=	Site Plan Review Committee
DRB	=	Design Review Board
PC	=	Planning Commission
HC	=	Heritage Commission
HE	=	Hearing Examiner
Council	=	City Council
R	=	Recommendation to Higher Review Authority

**KEY:**

D = Decision

O = Open Record Appeal Hearing

C = Closed Record Appeal Hearing

[NOTE: City Council decisions may be appealed to Superior Court except comprehensive plan decisions which may be appealed to the State Growth Management Hearings Board.]

**Director SPRC DRB PC HC HE Council****ZONING**

Conditional Use Permit	<u>D</u>	R			D
Interpretations	D				O
Land Use Review	D <sup>1</sup>	R			O
Small Lot Review	D				O
Townhouse (2 – 4 Units)	D				O
Townhouse (10 or more units)		R	R		D
Townhouse Final (2-9)	D				O
Townhouse Final (10 or more)		R			D
Zoning Variance	R				D
Zone Map Change, without Plan Amendment	R				R D
Zone Change, with Plan Amendment or Ordinance Text Amendment	R			R	D
Home Occupation	D				O
Temporary Use Permit	D				O
SEPA exempt Building Permit	D				O
Parking or Fence Variance	D	R			O
Accessory Dwelling Unit	D				O
Accessory Building	D				O
Occupancy Permit	D				O
Sign Permit	D				O
Landscape Plan	D				O
Tree Plan	D				O
Historic Properties	D	R		R	O

**COMPREHENSIVE PLAN**

Amendments (map, text)	R			R	D
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**DESIGN REVIEW**

	Director	SPRC	DRB	PC	HC	HE	Council
Detailed Review	D		R				
major			O				
Concept Review	D	R	R			O	
Signs (general)	D					O	
Scenic Vistas	D	R	R			O	
<b>ENVIRONMENTAL</b>							
Threshold Determination	D					O	
Impact Statement Adequacy	D					O	
Reasonable Use Exception	R					D	
SEPA Mitigating Conditions	D					O	
Major Shoreline Substantial Development Permit		R				D	
Shoreline Conditional Use Permit		R				D	
Shoreline Variance		R				D	
Shoreline Permit Revision or Exemption	D					O	
<b>SUBDIVISION</b>							
Boundary Line Adjustment (including lot consolidation)	D					O	
Preliminary Plat, Long	R					D	
Preliminary Short, (2-9 lots)	D <sup>1</sup>					O	
Final Short Plat	D					O	
Final Long Plat	R						D
Master Plan Approval	R		R			R	D
MPD Project Approval		R	R			D	
Preliminary PRD		R				R	D
Final PRD		R					D
Time Extensions	D					O	

<sup>1</sup> Except when the Director refers the project for a public hearing before the Hearing Examiner pursuant to OMC [18.60.080](#) or [17.32.130\(A\)\(4\)](#).

## Proposal 11

### Chapter 18.78, Public Notification

Sections:

- [18.78.020](#) Procedures.  
[18.78.040](#) Public hearing notification.  
[18.78.060](#) Administrative approval notification.

### 18.78.020 Procedures

To inform the public of proposed ~~project~~ actions, the Department and applicants shall at a minimum provide notice as identified in Table 78-1. A vicinity map and basic site plan shall be included with any mailed notices, where applicable. If a project is SEPA-exempt and no public hearing is required, notice of application as required by RCW [36.70B.110](#)(5) will be limited to the type of notice described below.

**TABLE 78-1  
CITY OF OLYMPIA - PUBLIC NOTIFICATION**

PROCESS	APPLICATION TYPE	NOTICE TYPES	WHEN	WHO
CONCEPTUAL DESIGN REVIEW	Multifamily/Commercial in DR districts/Master Planned Development	Mail	<del>Public Meeting</del> 10 Days <del>before</del> <del>Public Meeting</del>	PO, RNA & PR
SEPA <u>(Note: Notice of Application is sent to PO for most exempt project types in the Downtown SEPA Exemption area. See <a href="#">18.78.060</a>)</u>	Environmental Checklist	Mail	Notice of Application	PO, RNA, PR & Agencies
		Post site, Mail, Notify Paper	SEPA Threshold Determination <del>for Project Actions</del>	PO, RNA, PR & Agencies
SUBDIVISIONS	Short Plats	Post Site	Application	
HEARING EXAMINER	Subdivision, Variance, Rezone, Conditional Use, Master Planned Development	Post Site, Mail, Publish in Paper	<del>Public Hearing</del> 10 days <del>10 days</del> <del>before the public hearing</del>	PO, RNA & PR
	Conditional Use - Wireless Communications Facility	Post Site, Mail, Publish in Paper	<del>Public Hearing</del> 30 days <del>before</del> <del>the public hearing</del>	PO, RNA & PR
		Mail	Decision	RNA & PR
SHORE LANDS	<u>Shoreline</u> Substantial Development Permits, <u>including Variances and Conditional Uses</u>	Post Site, Mail, Publish in Paper, <del>Publish in Paper</del> , Mail	Public Hearing - 15 days <del>before</del> <del>the public hearing</del> Decision	PO, RNA & PR RNA & PR

**TABLE 78-1  
CITY OF OLYMPIA - PUBLIC NOTIFICATION**

PROCESS	APPLICATION TYPE	NOTICE TYPES	WHEN	WHO
LAND USE REVIEW	Multifamily, Commercial, Industrial, Master Planned Development	Mail	<del>Meeting</del> 5 days before the meeting	RNA & PR
		Mail	Decision	RNA & PR
DETAILED DESIGN REVIEW	Multifamily/Commercial, Master Planned Development	Mail	Public Meeting 10 days	RNA & PR
		Mail	Decision	RNA & PR
APPEALS	Administrative to Hearing Examiner	Post Site, Mail	<del>Open Hearing</del> 10 days before open record hearing	RNA & PR
	Hearing Examiner to City Council <del>OCC</del>	Mail	<del>Closed Hearing</del> 10 days before closed record hearing	PR & RNA
ANNEXATION	10 Percent Notice of Intent	Mail	<del>Public Meeting</del> 10 days prior to public meeting	PO, RNA & PR
	50/60 Percent Petition	Mail, Post, Publish in Paper	<del>Public Hearing</del> 10 days prior to public hearing	PO, RNA & PR
COMPREHENSIVE PLAN AMENDMENT/ZONING MAP AMENDMENT	<del>Preliminary</del> Proposal	Mail, Publish in Paper	Proposal Availability	RNA
	<del>Final</del> Application	Mail, Publish in Paper	<del>Public Hearing</del> 10 days prior to public hearing	PO, RNA & PR
<u>CODE AMENDMENTS W/O COMPREHENSIVE PLAN AMENDMENT</u>	<u>Public Hearing</u>	<u>Mail, Publish in Paper</u>	<u>10 days prior to public hearing</u>	<u>RNA &amp; PR</u>

**LEGEND**

PO = Property Owner within 300 feet of site

RNA = Recognized Neighborhood Associations

PR = Parties of Records on File with the Case

**18.78.040 Public hearing notification**

Any public hearing ~~before the Hearing Examiner~~ required by this title shall be noticed at least ten (10) days prior to the time of the hearing as follows. Notice shall state the reason such hearing is being held together with the date, time and place such hearing is to be held.

A. Newspaper. The Department shall publish notice in the official newspaper, or in a newspaper of general circulation in the City.

B. Mail. The Department shall mail notice ~~at least thirteen (13) days prior to the hearing through the United States Postal Service~~ to all property owners of record within a radius of three hundred (300) feet of the exterior boundaries of the subject property and Recognized Neighborhood Associations for site specific projects. Any projects that pertain citywide, such as a code text amendment, shall mail or email notice to all parties of record and Recognized Neighborhood Associations.

C. Signs. Signs providing for placement of notice and consistent with Section 18.78.070 below shall be posted by the applicant on the subject site or in the immediate vicinity for site specific projects. At the Department's discretion, an applicant may be required to attach a vicinity/zoning map and site plans. (See Section 18.78.060 below.) All project applications requiring a hearing, including appeals, shall have a notice of hearing posted on the subject property ~~within seven (7) days of the application being deemed complete~~ at least ten (10) days prior to the public hearing.

~~1.— Size and Type. Notice shall be posted on a six (6) square-foot waterproof sign. The sign shall be made of corrugated plastic to Department standards and specifications and shall be provided by the Department.~~

~~2.— Location. Signs shall be posted at the principal entry point to the nearest rights-of-way with the largest traffic volumes, as determined by the Department. Additional signs may also be required to be posted at each major roadway entrance to the development, as determined by the Department.~~

~~3.— Record. When the sign(s) is posted the applicant shall complete and return a written statement of posting to the Department.~~

~~4.— Maintenance. The sign(s) shall be erected within seven (7) days of the determination of completeness and maintained by the applicant until a final decision is rendered on the application and appeal. The sign(s) shall be removed by the applicant following all final decisions and appeal periods.~~

D. Website. The Department shall publish notice on the City's website via publishing the agenda packet of the hearing body. Such notices shall be available at least five (5) days prior to the hearing and are in addition to the required notices in A-C above.

## **18.78.060 Administrative review notification**



A. The following applications requiring administrative review shall have a public notice posted on the subject property.

1. Threshold determination (SEPA).
2. Short plats of two (2) to nine (9) lots.
3. Four (4) or less townhouse units.
4. New commercial buildings of 4,000 to 8,000 square feet.
5. Residential projects with five to nine housing units.
6. Grading projects of 100 to 500 cubic yards independent of other actions.

~~B. Size and Type. Notice shall be posted on a six (6) square-foot waterproof sign. The sign shall be made of corrugated plastic to Department standards and specifications and will be provided by the Department.~~

~~C. Location. Signs shall be posted at the principal entry point to the nearest rights-of-way with the largest traffic volumes, as determined by the Department. Additional signs may be required at other highly visible locations, as determined by the Department.~~

~~D. Record Affidavit. When the sign(s) is posted the applicant shall complete and return a written statement of posting to the Department.~~

~~E. Maintenance. The sign(s) shall be erected and maintained by the applicant within seven (7) days of the date of determination that the application is complete and continue through the appeal period of the final decision or until a decision is rendered on any appeal. The sign(s) shall be removed by the applicant following all final decisions and appeal periods.~~

#### **18.78.070 Public Notice Signs**

A. Size and Type. Notice shall be posted on a six (6) square-foot waterproof sign. The sign shall be made of corrugated plastic to Department standards and specifications and will be provided by the Department.

B. Location. Signs shall be posted at the principal entry point to the nearest rights-of-way with the largest traffic volumes, as determined by the Department. Additional signs may be required at other highly visible locations, as determined by the Department.

C. Record Affidavit. When the sign(s) is posted the applicant shall complete and return a written statement of posting to the Department.

D. Maintenance. The sign(s) shall be erected and maintained by the applicant at the beginning of the public comment period and continue through the appeal period of the final decision or until a decision is rendered on any appeal. The sign(s) shall be removed by the applicant following all final decisions and appeal periods.

## Proposal 12

### Update Code Citations to Sign Code

In several sections of Title 18 there are references to the Sign Code. The citations refer the reader to Chapter 18.42. Earlier in 2019 the Sign Code was updated, which included repealing Chapter 18.42 and adoption of a new Sign Code in Chapter 18.43. The amendment includes changing the Chapter citations from 18.42 to 18.43 in the following sections of the Olympia Municipal Code:

- 18.04.060F
- 18.05.080L
- 18.05A.130
- 18.05A.140
- 18.05A.240
- 18.06.120
- 18.20.480
- 18.37.060D
- 18.40.060H